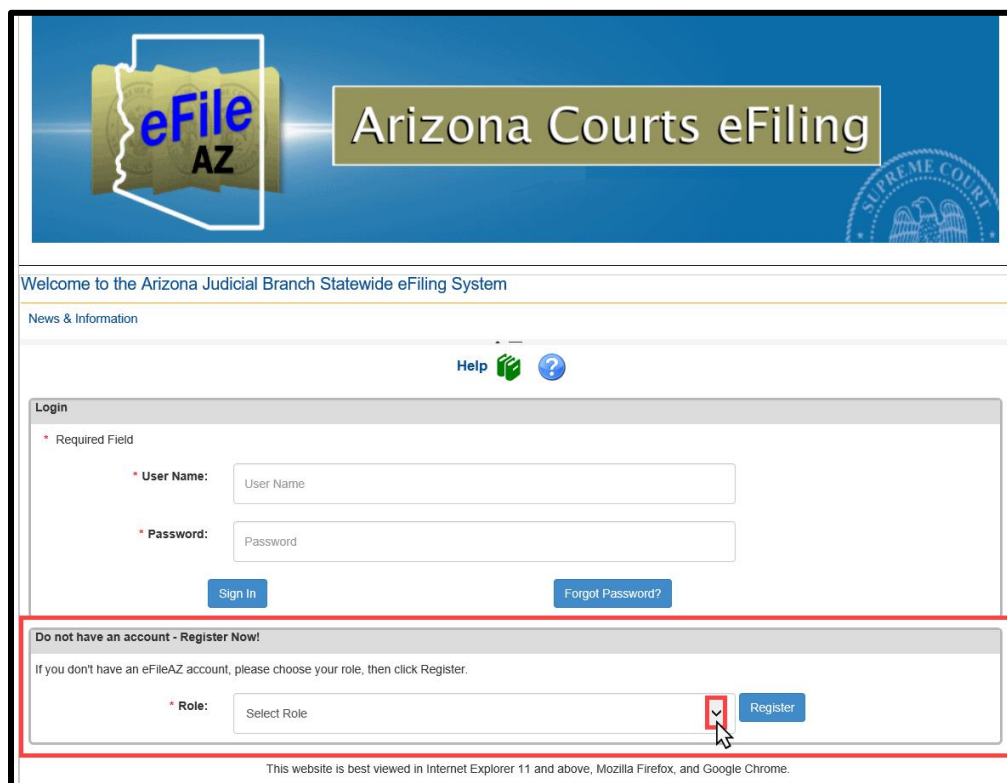


## How to Register as an Organization (Law Firm/Business/Government Agency/Exempt Agency)

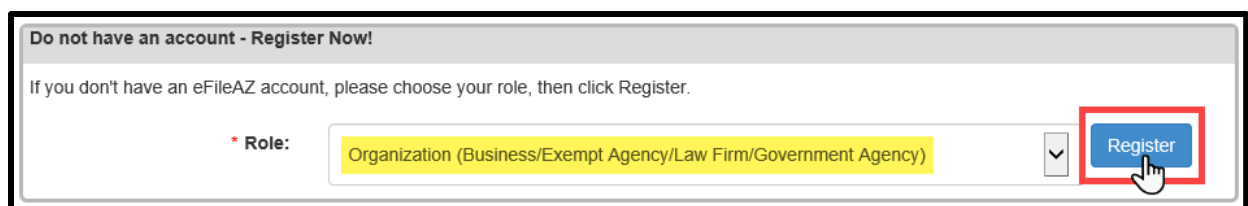
Organizations should be registered by a user that will be designated as an **Administrator for the Organization** within eFileAZ, which will have the capability to:

- a. Manage the organization's information
- b. Add and manage users associated with the organization
- c. Add and manage payment tokens for the organization and its associated users

1. Access the website <https://efile.azcourts.gov>
2. Locate the **Register Now** section > Select the role **Organization** from the drop-down menu > Select **Register**



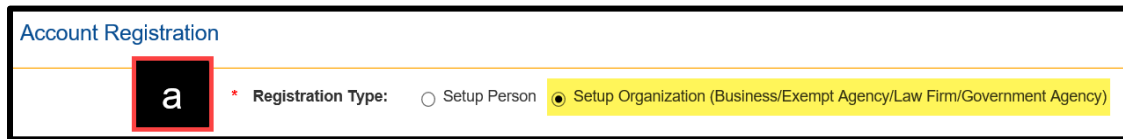
The screenshot shows the Arizona Courts eFiling website. The header includes the eFileAZ logo and the text "Arizona Courts eFiling". Below the header, there is a "Welcome to the Arizona Judicial Branch Statewide eFiling System" message. The main content area has a "Login" section with fields for "User Name" and "Password", and buttons for "Sign In" and "Forgot Password?". Below the login section, there is a "Do not have an account - Register Now!" section, which is highlighted with a red box. This section contains the text "If you don't have an eFileAZ account, please choose your role, then click Register." and a "Role" dropdown menu with "Select Role" as the current selection. A red box highlights the dropdown arrow and the "Register" button.



This is a close-up of the "Do not have an account - Register Now!" section. It shows the "Role" dropdown menu with "Organization (Business/Exempt Agency/Law Firm/Government Agency)" selected. The "Register" button is highlighted with a red box, and a hand cursor is shown clicking on it.

3. The Account Registration page opens (4 screenshots below) > Complete the **Required fields**, which are marked with a red asterisk (\*)

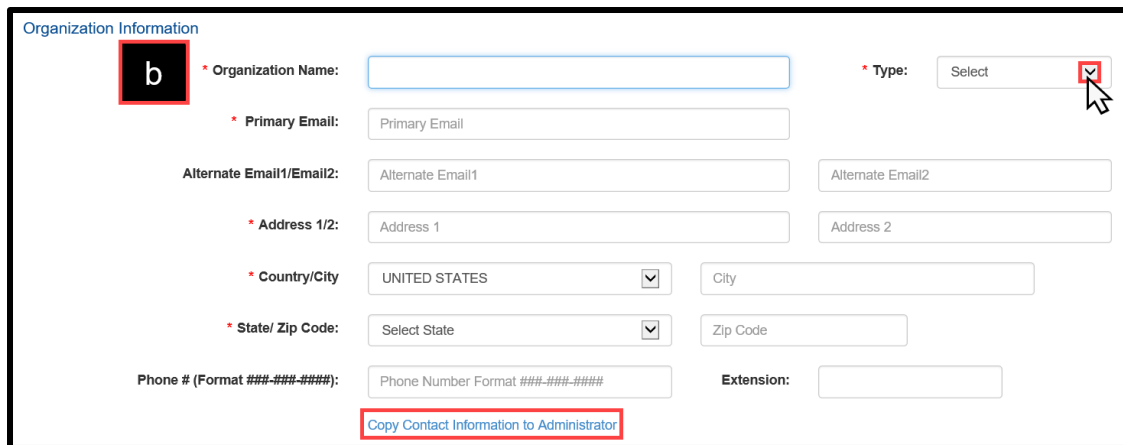
- a. **Registration Type:** *Setup Organization* is selected by default



Account Registration

**a** \* Registration Type: ☐ Setup Person ☒ Setup Organization (Business/Exempt Agency/Law Firm/Government Agency)

- b. **Organization Information:** Enter the **organization's information**, and select the appropriate **type** of organization from the drop-down menu: **Business**, **Exempt Agency**, **Government Agency**, or **Law Firms**



Organization Information

**b** \* Organization Name:  \* Type:  ☒

\* Primary Email:

Alternate Email1/Email2:

\* Address 1/2:

\* Country/City:

\* State/ Zip Code:

Phone # (Format ###-###-####):  Extension:

[Copy Contact Information to Administrator](#)

- i. If the administrator's contact information is the same as the organization's contact information, select the *Copy Contact Information to Administrator* link at the end of this section, to pre-populate the contact information fields for the Administrator

- c. **Administrator:**

- i. **Role:** Select the **appropriate role** from the drop-down menu: **Attorney**, **Process Server**, **Transcriptionist**, or **Firm Administrator**
- A. When the selected Role is **Attorney**, the **ID State/Number fields must be populated** with the attorney's bar number and state of licensure
- ii. **Password:** Must contain **6 to 16 characters**, and include at least **one number**
- iii. **Security Question/Answer:** Must be used to **activate** the organization's account, and *may be used to access the organization's account if the password is forgotten*
- iv. **Alternate Email:** Enter additional email addresses that should receive a **courtesy copy** of any efilng correspondence that is sent to the organization

Administrator **C**

\* Role: Select Role ☒

ID State/Number: Select State

\* User Name: User Name

\* Password: Password

\* Re-type Password: Re-type Password

\* Security Question: Select Security Question ☒

\* Security Answer: Security Answer

\* First: Middle: \* Last Suffix

Name: First Name  Middle Name  Last Name  Suffix

\* Primary Email: Primary Email

Alternate Email1/Email2: Alternate Email1  Alternate Email2

\* Address 1/2: Address 1  Address 2

\* Country/City: UNITED STATES  City

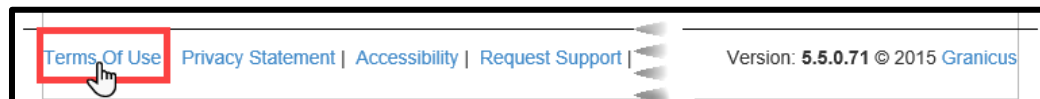
\* State/ Zip Code: Select State  Zip Code

Phone # (Format ###-###-####): Phone Number Format ###-###-####  Extension:

**d** **CONSENT:** By clicking the "Register" button, I understand and agree to the **Terms & Conditions** governing the use of the Arizona Courts eFiling System. Additionally, by electronically filing through the Arizona Courts eFiling System, I understand and agree to electronic service of court documents submitted on my cases via email at the address(es) I have provided.

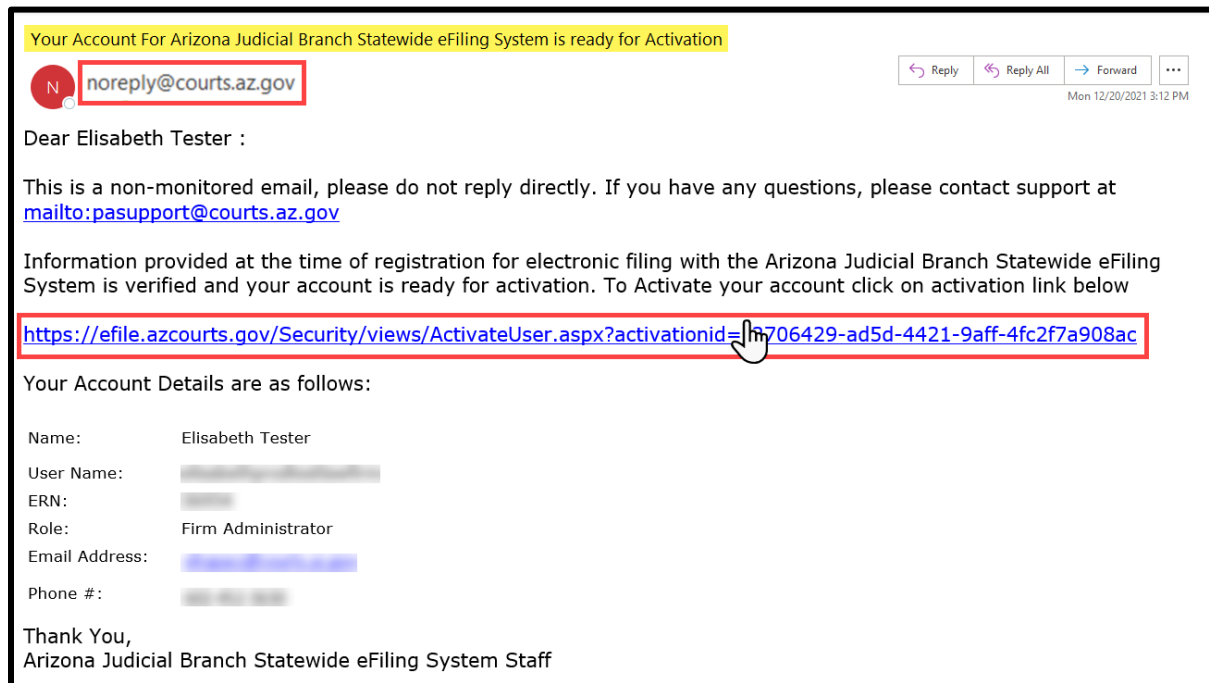
**Register**

- d. **Consent:** View the Terms of Use at: <https://efile.azcourts.gov/Arizona/Misc/TermsOfUse.aspx>
- i. A link is always available in the **bottom left corner** of the eFileAZ webpages, *and the page will open in a new tab*



- e. To complete the registration process, select the **Register** button

4. The administrator's primary and alternate email addresses will receive an activation link from [noreply@courts.az.gov](mailto:noreply@courts.az.gov) > To activate the account, select the **hyperlink** in the body of the email



- a. The account activation page will open, and the security question selected during registration will be pre-selected > Enter the **Security Answer** > Select the **Activate** button

The screenshot shows the "Account Activation" page. It has a dropdown menu for "Security Question" with "Favorite Pet" selected. Below it is a text input field for "Security Answer" containing the text "Security Answer". A red box highlights the "Security Answer" field. At the bottom is a blue "Activate" button with a hand icon pointing to it.

- b. The organization's account is now ready for use by the Administrator